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| Number | Category | Definition | What evidence do I need to provide? | Will I be required to attend work? |
| **1** | **Clinically extremely vulnerable (shielding)** | You will have received a letter from the NHS or your GP telling you to stay shielded for a set period. | Please provide a copy if you have not already done so. | No - you should not attend the workplace but, are expected to be able to work from home.  |
| **2** | **Living with someone who is in the clinically extremely vulnerable (shielding) category** | The person you are living with will have received a letter as above. | Please provide a redacted copy of the letter sent to your household member. (this means any personal data like date of birth is Blanked out for GDPR purposes.) | Yes - It is advised you can work if stringent social distancing can be adhered to. This assessment will be undertaken on an individual basis. If stringent social distancing cannot be adhered to in your current or a suitable alternative role, then it may be possible to work from home.  |
| **3** | **Clinically Vulnerable** | You have one of the conditions identified in the guidance, meaning that you are at higher risk of severe illness. | We may have evidence on your personnel file but it would be helpful if you can identify what this is.  | You may be in work as long as government guidelines can be adhered to with regard to social distancing and hygiene. You will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. A risk assessment will be undertaken where this is not possible. Dependent on your role it may be possible to work from home. |
| **4** | **Living with someone who is clinically vulnerable** | The person you live with has a condition that comes under the “clinically vulnerable” category. | Please provide detail to the School.  | Yes, and social distancing guidelines and other protective measures guidance should be followed.  |
| **5** | **Staff who are sick for non-Covid-19 reasons** | Staff who are absent and sick, but not related to Covid-19. | A GP Fit Note should be provided if your absence extends over 7 days. | No - unless your GP Fit Note or Occupational Health advice indicates otherwise. |
| **6** | **Self-isolating** | Staff who are following government guidance to self-isolate because they have symptoms or a member of their household has symptoms. Some may be working from home. | If you are self-isolating, due to Coronavirus, for more than 7 days, please provide a self-isolation note. You can get these via:* NHS website
* NHS mobile phone app, for those registered with a GP in England
 | No - you must not come into the workplace if you have symptoms, but you can now get tested. |
| **7** | **Staff who are pregnant** | This includes any stage of the pregnancy. | None, although a MATB1 may have already been provided. | Staff in this category should work from home, where possible, but may be in work as long as government guidelines can be adhered to with regard to social distancing and hygiene. They should be offered the safest available on-site roles, staying 2 metres away from others, wherever possible, and an updated pregnancy risk assessment undertaken where this is not possible. Pregnant staff in their third trimester must limit social contact and, therefore, it is advisable they work from home/do not remain in the workplace. |
| **8** | **Staff with childcare issues** | Where your child is not of school age or cannot access childcare. | None - but please provide further details. Ie. which days you can attend work. | Schools are available to key workers and childcare (early years/childminder) should be available. Please raise any concerns in this regard.  |